



**National Highways & Infrastructure Development Corporation Ltd.  
(Under Ministry of Road, Transport & Highways, Govt. of India)**

**Name of Work: Notice Inviting Bid for Lease of Office Premises of NHIDCL,  
PMU-Baghmara (Meghalaya)**

**BID DOCUMENT**

**August 2021**

**Office of the General Manager (P)- PMU Baghmara**

**National Highways & Infrastructure Development Corp. Ltd.**

**Old Bank Building, near BSF Check Gate Post, Baghmara**

**South Garo Hills District, Meghalaya**

**Pin Code: 794102**

**Email: [gharanath14@gmail.com](mailto:gharanath14@gmail.com) / [pmubaghmara@gmail.com](mailto:pmubaghmara@gmail.com)**

### **CONTENTS OF BID DOCUMENT**

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**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

**NOTICE INVITING TENDER**

**Name of work:** Notice Inviting Bid for Lease of Office Premises of PMU-Baghmara, at Baghmara, South Garo Hills District, Meghalaya.

1. Sealed bids are invited under Two Bid System i.e. Technical Bid and Financial Bid. NHIDCL requires accommodation on lease of minimum 300 sqm carpet area (approx) for PMU-Baghmara for a period of three years. Last date for the receipt of complete tenders in the office of undersigned is **22.09.2021 upto 1500 Hours**.

Name of work	Min Carpet Area	Cost of Documents	EMD/Bid Security	Period of Contract
Hiring of Accommodation for opening of the PMU - Baghmara NHIDCL at Baghmara, South Garo Hills District	300sq.m	Rs. 500/-	Rs. 10,000/-	03 Years

2. Interested Companies/Firms/Agencies/Individual may submit the bid document(s) duly complete with all respect along with Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft pledged in favour of **NHIDCL** payable at Baghmara and other requisite documents on or before **22.09.2021** by 1500 (Hours) to the General Manager (Projects) PMU-Baghmara Office: Old Bank Building, near BSF Check Gate Post, Baghmara, Meghalaya-794102.

*No bid shall be entertained after the deadline under any circumstances whatsoever.*

3. The Technical Bid of bidders will be opened at 1500 (Hours) on **24.09.2021** and Financial Bid will be opened at 1100 (Hours) on **24.09.2021** in the presence of bidders/authorized representative of Bidders.

4. Every page of Technical as well as Financial Bid should be duly signed by the bidder. NHIDCL reserves the right to accept or reject any bid if it is not duly signed.

5. NHIDCL reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to accept or reject any or all the bids without assigning any notice or reason whatsoever and without incurring any liability to the effected bidders. The decision of the National Highways and Infrastructure Development Corporation Limited, PMU-Baghmara this regard shall be final and binding on all.

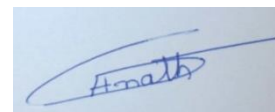
6. The Bid document can be downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) from **30.08.2021** up to **22.09.2021** (1500Hrs) and can be obtained from the NHIDCL, PMU-Baghmara 1500 Hrs to 1500 Hrs on all working days.

7. The document fee will be accepted in the form of DD in favor of **NHIDCL** payable at **Baghmara** (Non-Refundable).

8. The bidders should go through the terms and conditions and other details which are attached as Annexure-I & II.

9. Schedule of tendering Process is given below:

Sl. No.	Description	Period
1.	Date of issue of NIT	30.08.2021
2.	Date of Sale of Bid Documents	30.08.2021 Onwards
3.	Date of close of sale of Bid Documents	22.09.2021 (1500 Hrs)
4.	Last Date of submission of Bid (hard copy)	22.09.2021 (1500 Hrs)
5.	Date of Opening of Technical Bids	24.09.2021 (1500 Hrs)
6.	Date of Opening of Financial Bids of Qualified Applicants	24.09.2021 (1500 Hrs)
7.	Validity of Bid	90 Days



General Manager (P)  
G.Haranath  
NHIDCL, PMU-Baghmara  
Old Bank Building, near BSF Check Gate  
Post, Baghmara, South Garo Hills,  
Meghalaya  
Pin Code: 794102  
Email: [gharanath14@gmail.com](mailto:gharanath14@gmail.com)/  
[pmubaghmara@gmail.com](mailto:pmubaghmara@gmail.com)  
Contact No: 9133999304 / 8789281872

## **NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

**Name of work:** Notice Inviting Bid for Lease of Office Premises of PMU-Baghmara, at Baghmara, South Garo Hills District, Meghalaya.

Sealed bids in the form of techno commercial bids are invited from the owners who have “ready to move in” premises and can hand over such premises, free from all encumbrances; immediately to NHIDCL on lease for a period of three years.

### **1. Scope of work:**

NHIDCL invites bids for hiring minimum 300 sq.m carpet area approx, having facilities of sufficient rooms with attached toilets, kitchen, common area etc. and other necessary amenities on lease basis for a period of at least three years.

### **2. Submission of bid**

The offer/proposal should be submitted in two separate sealed covers consisting of:

(i) Technical proposal in the specified format as at *Annexure-I* along with attested photocopies of PAN No. of the owner and documents in support of ownership title of the property and

(ii) Financial proposal in the specified format as at *Annexure-II*.

Both these covers should be super scribed as “Technical Proposal” and “Financial Proposal” respectively and should be kept in one sealed cover marked “BIDS FOR PREMISES AT Baghmara, South Garo Hills District, Meghalaya. Bids not received in the prescribed pro-forma will be liable to be rejected.

### **3. Evaluation of bids**

A minimum score of 60 (out of 100) is required for qualifying in technical bid evaluation based on the following criteria: -

Sl. No.	Particulars	Marks
1.	<u>Suitability of location (within a distance of 3 km from the office of the Secretary, Roads and Bridges Department, Government):</u> Address of the building indicating its location, Municipality: Ward No. locality & other identification marks, such as Dag no., Parcha etc.	20
2.	<u>Plan of building and area to be leased:</u> A copy of the sanctioned plan of the building including: NOC (with seal and signature of J.M.DA/Municipality Authority) Showing various dimensions, wall thickness, Land boundaries, compound wall etc. (Drawing/Plan shall be submitted with signature of both house owner and authority of hired department)	15
3.	Year of construction of the building & type of building	15
4.	Area of vacant land to be used by the office/Parking	15
5.	Water supply: Whether Municipal water supply is available or not; suitability of water for drinking should also be indicated	5
6.	Type of sewerage	5
7.	Electricity: Whether surface or concealed wiring.	5
8.	Fencing/ compound wall : Is there any proper fencing/Compound wall.	5
9.	Basic furnishing and fixtures including Cupboards, Fans, Geysers, Lights etc	15

Only those bids which qualify technically (minimum of 60 marks out of 100) would be considered for financial evaluation.

100 marks will be awarded to bidder having highest marks in technical evaluation, pro-rata marks will be awarded to all other bidders on the basis of L-1.

The final evaluation will be done on the basis of Quality & Cost based selection system (QCBS) i.e. 60% weightage for technical qualification and 40% weightage for financial parameters.

4. **Resolution of dispute**

In case of dispute, the decision of General Manager (P), NHIDCL, PMU-Baghmara be final.

5. **Payment**

The Rent will be payable from the date of handing over vacant possession of the premises to NHIDCL after completion of necessary, repairs, renovation, and addition etc. and will be payable monthly on submission of invoices through cheque/ECS/RTGS/NEFT transfer within 15 days. However, in unforeseen circumstances, if the rent is not paid on time, NHIDCL will not be liable for payment of interest for late payment of rent.

6. **TERMS AND CONDITIONS:**

a. The premises free from all encumbrances shall be made available at least for 3 (three) years from the date of handing over vacant possession after completion of necessary repairs, renovations, additions, alterations etc. On agreed amount of rent.

NHIDCL shall be at liberty to vacate the premises at any time during the currency of lease by giving one month's advance notice in writing, without paying any compensation for earlier termination of lease term.

b. Responsibility for obtaining the required permission to use the leased accommodation for Office of NHIDCL shall remain with the owner of the premises i.e. lessor.

c. All existing and future/enhanced Municipal Corporation taxes, rates and cases will be paid by the owner. Fees/ Renewal fees towards obtaining NOC from COMPETENT LOCAL AUTHORITY for office use of the premises will be borne by the owner.

d. The Lessor shall ensure adequate supply of water and electricity from Government sources and ensure adequate parking space for Lessee's at least 03 light vehicles.

e. **Maintenance/Repairs:**

(i) NHIDCL shall bear actual charges for consumption of electricity and water. The owner shall under take to provide separate electricity/water meters for this purpose.

(ii) All repairs including annual/periodical white washing and annual/periodical painting will be got done by the owner at his/ her/ their cost. In case, there pair sand/or white/colour washing is/are not done by the owner as agreed now, NHIDCL will be at liberty to carry out such repairs white/colour washing, etc. at the owners 'risk and cost and shall be deducted from the rent payable.

- f. Service Tax and other statutory taxes, if any, shall be borne by the owner.
- g. GST will be borne by Authority if any claimed by owner with GST No. & Registration.
- h. Offers/Proposals from agents/brokers will not be accepted.

7. The format for the bidding document may be collected on payment of cost of bid document in the form of DD in favour of General Manager (P), NHIDCL payable at Baghmara from the Office of the General Manager (Projects), mentioned below or can be downloaded from NHIDCL website.

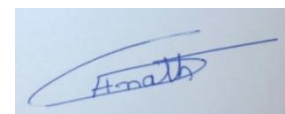
Last Date of submission: **The tender complete in all respects should reach the office of the General Manager (Projects), PMU-Baghmara Office: Old Bank Building, near BSF Check Gate Post, Baghmara, South Garo Hills District, Meghalaya- 794102 on any working days between 30.08.2021 to 22.09.2021 upto 1500 hrs.**

8. **Opening of Tender:** The Technical Bids shall be opened at 1500 hrs on the last day of the receipt of tender i.e. 22.09.2021 and the financial bid will be opened at 1500 hrs on 24.09.2021.

9. NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.

10. Conditional bids will be rejected straight away. The successful bidder will be required to sign the formal contract agreement within 07 days of issue of letter of award.

11. Any change or amendment to this notice will be posted on the company website [www.nhidcl.com](http://www.nhidcl.com) only.



General Manager (P)  
G.Haranath  
NHIDCL, PMU-  
Baghmara  
Old Bank Building, near BSF Check Gate  
Post, Baghmara, South Garo Hills,  
Meghalaya  
Pin Code: 794102  
Email: [gharanath14@gmail.com](mailto:gharanath14@gmail.com)/  
[pmubaghmara@gmail.com](mailto:pmubaghmara@gmail.com)  
Contact No: 9133999304 / 8789281872

**Annexure-I**

**Format for TECHNICAL BIDS**

**Subject: Notice Inviting Bid for Lease of Office Premises of PMU-Baghmara, at Baghmara, South Garo Hills District, Meghalaya.**

<b>S.No.</b>	<b>Particulars</b>	
1.	Address of the building indicating its location, municipality: ward no. Locality & other identification marks, such as Dag No. Parcha etc.	
2	Property taxes if any paid by the house owner indicating the year and month: (Photocopy of latest tax receipt to be enclosed).	
3	Whether land purchased is lease hold or free hold? A copy of the deed of the land purchased duly signed in all the pages by the owner to be enclosed.	
4.1	A copy of the sanctioned plan of the Building including: NOC (with seal and signature of Municipality Authority) showing various dimensions, wall thickness, Land boundaries, compound wall etc. (Drawing/Plan shall be submitted with signature of both house owner and authority of hired department.	
4.2	In the drawing, occupied/ to be occupied portion shall be hazed	
4.3	A key plan of land showing position of existing building and area occupied at the ground floor.	
5	Year of construction of the Building & Type of building	
6	Area of vacant land to be used by the company and the parking space details	
7	Services Provided	
7.1	Water supply: Whether Municipal water supply is available; suitability of water for drinking should also be indicated.	
7.2	Type of Sewerage	
7.3	Electricity: Whether surface or concealed wiring.	
7.4	Drains Type of drains provided.	
7.5	Fencing/compound wall: Is there any proper fencing/ Compound wall.	
7.6	List of basic Furnishing and fixtures including Fans, Geysers, ACs etc	

I/We declare that I am/we are the absolute owner of the plot/ building offered to you and having valid market able title over the above. **Copy of valid title deed along with map is enclosed with proposal.**

**Signature of Property/ House/ Building owner along with name**



**FINANCIAL BID**

**Subject:** Notice Inviting Bid for Lease of Office Premises of PMU-Baghmara, at Baghmara, South Garo Hills District, Meghalaya.

I/We, refer to your advertisement dated.....  
in.....(here mention name of the newspaper/website)  
and offer to give you on lease the premises described here below for your Office  
i.e. NHIDCL PMU-Baghmara, South Garo Hills District, Meghalaya.

**Rent payable at the following rate:-**

Total carpet area offered for rent/ lease:		
Amount quoted (inclusive of all taxes) in Rs.	Amount in figure	Amount in words

I/We undertake to execute an agreement to lease/regular lease deed, in your favour containing the mutually accepted/sanctioned terms of the lease within the stipulated time frame. I/We undertake to bear the entire charges towards stamp duty and registration of the lease deed.

**Signature of Property/ House/ Building owner along with name**